

July 2016

Payroll Deadlines for ePAR

Transaction Type	Pay Period	Final Approval Deadline	Pay Date
Semi-Monthly Salaried	7/1 - 7/15	Wednesday, July 06, 2016	7/15/2016
Secondary Payroll*	7/1 - 7/15	Monday, July 11, 2016	7/15/2016
Monthly Salaried	7/1 - 7/31	Friday, July 15, 2016	8/1/2016
Task Payments	7/1 - 7/31	Friday, July 15, 2016	8/1/2016
Stipend Payments	7/1 - 7/31	Friday, July 15, 2016	8/1/2016
Semi-Monthly Salaried	7/16 - 7/31	Friday, July 15, 2016	8/1/2016
Hourly (ePAR)	6/16 - 6/30	Wednesday, July 06, 2016	7/15/2016
Hourly (ePAR)	7/1 - 7/15	Friday, July 15, 2016	8/1/2016
Secondary Payroll*	7/1 - 7/31	Monday, July 25, 2016	8/1/2016
Supplemental*	7/1 - 7/31	Monday, August 01, 2016	8/5/2016

*Excludes Hourly (ePAR), see Time and Labor Deadlines Below

Hourly Deadlines for Time and Labor

Payroll	Pay Period	Final Approval Deadline	Pay Date
Regular Hourly	6/1 - 6/15	Friday, June 17, 2016	7/1/2016
Secondary Hourly	6/1 - 6/15	Friday, June 24, 2016	7/1/2016
Supplemental*	6/1 - 6/15	Friday, July 01, 2016	7/8/2016
Regular Hourly	6/16 - 6/30	Thursday, July 07, 2016	7/15/2016
Secondary Hourly	6/16 - 6/30	Monday, July 11, 2016	7/15/2016
Regular Hourly	7/1 - 7/15	Tuesday, July 19, 2016	8/1/2016
Secondary Hourly	7/1 - 7/15	Monday, July 25, 2016	8/1/2016
Supplemental*	7/1 - 7/15	Monday, August 01, 2016	8/5/2016

*Supplemental payroll will be processed for late approvals. No additional hourly payrolls will be processed until the next regular payroll date.

Salaried Payroll Deadlines for Time and Labor

Payroll	Pay Period	Final Approval Deadline
Monthly & Semi Monthly	7/1 - 7/31	Friday, August 12, 2016
Monthly & Semi Monthly	8/1 - 8/31	Friday, September 09, 2016

Deadline is for all time to be entered for salaried employees.

**The Secondary and Supplemental pay dates are not mandated by the state and are subject to delay without notice due to unforeseen circumstances.*